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Job Title: Paralegal

Job Location: Philadelphia, PA

Job Type: Legal – Civil

**Organizational Information:**

The Homeless Advocacy Project (HAP) exists to meet the legal and advocacy needs of homeless individuals and families in Philadelphia. With a legal staff of 8 and a corps of 350 volunteer lawyers, paralegals, and law students, HAP engages in direct outreach to homeless individuals in need of legal services.

**Position Description:**

HAP is seeking a full-time paralegal with a minimum of three years of experience. Paralegal will be trained to handle a full caseload for clients who are applying for Social Security disability benefits, through HAP's fast-track SOAR Project. Under the supervision of HAP staff attorneys, paralegal will interview clients, obtain, review and analyze medical and other supporting records, file claims, write support letters and advocate on behalf of clients.

**Minimum Requirements:**

- Graduate of an accredited four-year college or university
- Excellent written, organizational and interpersonal communication skills
- Proficiency in Microsoft Office (Excel, Word, Outlook)
- Understanding and sensitivity to issues of low income and homeless communities

**Preferred Requirement:**

- Spanish speaking a plus

**To apply:**

Please send your cover letter and résumé to: Tanya L. Rambert, Director of Operations, [trambert@haplegal.org](mailto:trambert@haplegal.org); HAP, 1429 Walnut St., 15<sup>th</sup> Floor, Philadelphia, PA 19102.

**No Phone calls or Drop-ins Please.**

**HAP is an Equal Opportunity Employer.**